



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

Vol. 8, no. 18 GP 3.16/3-2: 8/18 October 1987

PHILIP VAN DE VOORDE IS NAMED TO COUNCIL

Public Printer Ralph E. Kennickell, Jr., has selected Iowa librarian Philip Van De Voorde as the fifth appointee of 1987 to the Depository Library Council to the Public Printer. A complete list of the members of the Depository Library Council follows on the next page.

COLLEEN DAVIS APPOINTED CHIEF, DEPOSITORY PROCESSING BRANCH

The Library Programs Service is pleased to announce that Ms. Colleen N. Davis has been selected as Chief of the Depository Processing Branch, effective August 16, 1987.

Ms. Davis has been with the Library Programs Service since 1974. Prior to her recent appointment, she served as Chief of the Depository Mailing Branch where she was responsible for claims fulfillment and for coordinating the Depository Distribution Division's mailing operations. Ms. Davis is very popular throughout GPO, having served as a member of the Federal Womens Program Advisory Committee for several years.

HIGH ACCURACY RATE MAINTAINED IN DEPOSITORY SHIPMENTS

Completed Depository Library shipment boxes were sampled for accuracy by personnel of the Operations Branch during the month of July. A total of 224 shipments were sampled for the month. One error was detected. This resulted in a decrease in the Depository Distribution Division's error rate from 1.9% to 0.4%, which is just below its twelve-month average of 0.5%.

COUNCIL MEMBERS, FALL 1987

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Mr. Philip Van De Voorde
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DEPOSITORY LIBRARY COUNCIL AGENDA

Fall Meeting, October 14-16, 1987

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WEDNESDAY, October 14, 1987

Morning session

8:45 - 9:00	Welcome	Clyde Hordusky
9:00 - 9:15	Remarks	Public Printer
9:15 - 9:30	Superintendent of Documents Update	Don Fossedal
9:30 - 10:00	Marketing Update	Charles McKeown
10:00 - 10:30	Library Programs Service Update	Mark Scully
10:30 - 10:45	BREAK	
10:45 - 11:15	Joint Committee on Printing Update	Bernadine Hoduski Tony Zagami
11:15 - 12:00	Overview of Automation Support for LPS	GPO Staff
12:00 - 1:15	LUNCH	

Afternoon session

1:15 - 1:45	LPS Information Technology Program	Jan Erickson
1:45 - 2:45	Recommendations from Spring Depository Library Council	Clyde Hordusky Mark Scully Bonnie Trivizas
2:45 - 3:15	National Technical Information Service Update	Ruth Smith
3:15 - 3:30	BREAK	
3:30 - 4:00	U.S. Geological Survey Update	Charles Bennett
4:00 - 4:30	Bureau of the Census Update	Larry Carbaugh

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THURSDAY, October 15, 1987

Morning session

9:00	Convene	Clyde Hordusky
9:00 - 12:00	Heard of CD-ROM? Nah, never heard of him.	William Lawson Jane Perry Forest Williams
12:00 - 1:15	LUNCH	

Afternoon session

1:15 - 1:45	Report of the Regionals Committee on Superseded Publications	Ridley Kessler
1:45 - 3:00	Open Forum	Vicki Phillips
3:00 - ?	Council Deliberations	

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FRIDAY, October 16, 1987

Morning session

9:00	Convene	Clyde Hordusky
9:00 - 9:30	Office of the Bicentennial Commission on the Bi-Centennial of the U.S. Constitution	Kathleen Card
9:30 - 10:00	Report: ARL Task Force on Government Information in Electronic Format	ARL representative
10:00 - 10:15	BREAK	
10:15 - 11:45	Recommendations	Clyde Hordusky
11:45	ADJOURNMENT	

RESPONSES TO THE APRIL 1987 DEPOSITORY LIBRARY COUNCIL

RECOMMENDATIONS

1. The Depository Library Council wishes Parker Covington the best in his new job and thanks him for his years of work in Library Programs Service.

Response from Parker Covington: I greatly appreciate Council's expression of support. The years spent in LPS have been rewarding and gratifying, both through the knowledge that the Depository Distribution Division was performing a task vital to the dissemination of government information, and through the opportunity they provided me to work with the many talented and dedicated people of LPS.

2. The Depository Library Council commends the Library Programs Service (LPS) in the prompt distribution of the Tower Commission report and encourages the same alacrity in distribution for future newsworthy publications. Council also commends the Library Programs Service for Administrative Notes, v. 8, n. 4, which contains the "Required Documents for Depository Libraries" list and the statistical questions requiring data for the 1987 Biennial Survey. This information is very helpful in the proper management of depository libraries.

Response: Library Programs Service thanks the Depository Library Council for recognition of the special effort required to distribute the Tower Report the same day it was released. LPS will continue to monitor the processing of high demand publications in the future, thus ensuring their prompt distribution. LPS also acknowledges Council's commendation regarding information published in Administrative Notes, and will continue to maintain Ad Notes as a vehicle for the timely dissemination of high interest information to the Depository Library Community.

3. The Depository Library Council recommends to the Public Printer that Sections 4-5 of the Guidelines for the Depository Library System be changed to read "Depository Libraries, either solely or in conjunction with neighboring depositories, should make demonstrable efforts to identify and meet the Government information needs of the local area," and that the Instructions to Depository Libraries provide an adequate definition of "demonstrable efforts," and reflect the importance of a written collection development policy.

Rationale: The Depository Library Council agrees that

the Inspection Team's proposed wording, along with suggested changes to the Instructions, will better serve the various types of libraries in the Depository Library system and their service communities.

Response: The August 1987 issue of Administrative Notes includes a notice concerning the change in the wording of Guidelines 4-5 that was approved by Council. The Instructions to Depository Libraries will be revised in the Winter of 1988. This revision will reflect the change in Guidelines 4-5 and will provide further guidance on depository collection development.

4. The Depository Library Council is pleased that the Library Programs Service is splitting out the top 20 problem item numbers. After the List of Classes with the item number index becomes available, Council recommends to the Public Printer that the Library Programs Service resurvey the depository community for identification of additional problem item numbers.

Rationale: Very few libraries responded to the call for a list of problem item numbers, in large part due to the inability of libraries to easily identify all the classes attached to an item number.

Response: The Depository Administration Branch staff has reviewed the top 20 problem item numbers. Because many of them can be broken out into separate items, batches of new item cards will be issued gradually to depositories. For some of the reported problem items, it seems to be more of a dispute about a classification number than an item number. For a few items, it is unclear as to what the specific concern is because librarians responding to the poll just listed the item number without a reason for their choice.

Programming changes to DDIS (Depository Distribution and Information System) are complete for generating an item number index to the LIST OF CLASSES (option C, DLC recommendation #8.2d, October 1986). A documents librarian from New Jersey graciously volunteered to edit the printout for discrepancies. Depository Administration Branch personnel will then review and correct the data before this product is issued. Our goal is for this item number index to appear in the December 1987 LIST OF CLASSES.

When this new index becomes available, depository librarians will be surveyed through Administrative Notes to identify additional problem item numbers.

5. The Depository Library Council recommends that the Library Programs Service analyze the claims fulfillment situation and report back at the October Council meeting.

Rationale: It appears that there are insufficient copies for claims, given the present number of depository libraries, and no consistent causes have been determined to explain the problem. A problem also exists since the claims supply may be exhausted before Western libraries have received their shipments.

Response: The Depository Distribution Division has undertaken a study of claims fulfillment, and will present the results at the October 1987 meeting of the Depository Library Council, in addition to publishing them in Administrative Notes.

6. The Depository Library Council recommends to the Public Printer that he form a committee with representatives from GPO, Depository Library Council, JCP, and the Census Bureau to study and make recommendations concerning the format and the distribution of 1990 Census data.

Rationale: Council feels that such data is important and that appropriate planning for its timely distribution is essential. At the midwinter meeting of ALA such a committee was suggested by the Government Documents Round Table.

Response: Superintendent of Documents and LPS personnel met in early June with representatives of the Census Bureau to exchange information regarding the 1990 Census. The parties agreed to sponsor a one-day workshop on October 13 in Washington. This workshop will afford depository librarians the opportunity for a "give and take" session with Census officials concerning publishing and distribution plans for the 1990 Census data.

7. The Depository Library Council commends GPO for pursuing the possibility of offering its OCLC archival tapes for sale. The Depository Library Council recommends that the Public Printer proceed with the remaining "technical and procedural details" to make these current and retrospective tape files available for sale through either GPO or LC.

Rationale: Since the Library of Congress currently sells only 23 subscriptions to the USMARC tapes, the interest expressed by the respondents to the Depository Library Council survey (vol. 8, n. 5, Administrative Notes) represents a substantial increase in the potential market for either GPO or LC. (Survey interest: 60 current subscriptions, 50 retrospective files.)

Response: The Documents Sales Service has advised LPS that it will initiate a tape subscription service to the Monthly Catalog in machine-readable format,

consisting of the bibliographic records from 13 regular catalog issues; i.e. the Periodicals Supplement plus 12 monthly issues. The basic subscription period will be one year, commencing with the 1988 Periodicals Supplement through the December 1988 Monthly Catalog issue. The subscription tapes will be in ASCII format, recorded at 1600 BPI, and the bibliographic records will be in OCLC/MARC format. Pricing for the subscription service should be finalized prior to the October Council meeting.

A retrospective tape file, consisting of all Monthly Catalog records compiled from OCLC tapes since the July, 1976 issue through the December issue of the last complete catalog year, will also be offered for sale, pending the successful conversion of the data to the current OCLC/MARC format. This file will increase in both size and price each year, as the latest year's complete data are added.

8. The Depository Library Council recommends to the Public Printer that in contracting for the procurement of microfiche for distribution to depository libraries, GPO's own tapes be the source for the generation of computer-output microfiche (COM).

Rationale: Creation of microfiche masters through the use of computer tapes prepared by GPO for the production of paper copies would result in more timely, better quality, and more accurate microfiche products for distribution to depository libraries. The current practice is to produce such masters from paper copy instead of going directly to microfiche from computer tape.

This recommendation was tabled

9. The Depository Library Council recommends to the Public Printer that the Library Programs Service reinstate complete compliance with SOD-13. The Council also recommends that the Library Programs Service offer dual format selection for additional titles. A subcommittee within Council will help in identifying suitable candidates.

Rationale: Council feels SOD-13 has proven to be the best guideline to judge the suitability of items for conversion to microfiche. More titles offered in dual format would reduce demand for paper copies, resulting in cost savings.

Response: The Library Programs Service has resumed complying fully with SOD-13. However, any publications that have been converted to fiche at Council's recommendation (i.e. list of 966) shall remain in fiche format.

LPS would be pleased to evaluate any suggestions from the Depository Library Council for dual-format candidate titles.

10. The Depository Library Council (DLC) recommends that the Public Printer ask the Library Programs Service (LPS) to investigate generation of shipping lists using microcomputer technology. Further, the DLC recommends that these computer-generated shipping lists be produced in a printed format which can be effectively scanned and read by machine. In addition, timely cumulations of the shipping lists should be made available in machine-readable form. LPS should distribute to all depositories appropriate documentation on how the printed shipping lists can be optically scanned, and how the machine-readable cumulations of the shipping list can be obtained and read.

Rationale: The data processing capabilities of a microcomputer will increase productivity at LPS and result in more accurate shipping lists. The ability to create machine-readable records at the local level will increase productivity in the depositories, and improve public service and promotional activities, as well. The cumulative, machine-readable shipping list file will serve to provide a quick and easy reference to items that have been shipped, long before they appear in the Monthly Catalog.

Response: The Library Programs Service is gratified to have Council's encouragement for the expanded use of computer technology in depository operations. Our plan to generate shipping lists by microcomputer is one of many projects that fall within the scope of the Information Technology Program. The application for generating paper shipping lists will be designed to include the potential for production of cumulative products in multiple formats from a shipping list data base.

11. The Depository Library Council recommends to the Public Printer that GPO resume regular meetings of the Depository Study Group.

Rationale: The Depository Library Council supports GPO initiatives in long range planning.

Response: The Depository Study Group was initiated to provide the Superintendent of Documents with background information on various areas of interest to him. As these areas have now been covered satisfactorily there is no longer a need for this group.

12. In view of the response to recommendation #15 from the Fall 1986 meeting, the Depository Library Council will continue to

solicit through Administrative Notes additional input from the depository library community concerning items which should always remain in paper.

Rationale: "It is highly unlikely that the list would be needed by GPO prior to September 30, 1987. After that date, however, it would be most helpful if Council were prepared to produce the list on 30 days notice from GPO. Should a need for the list arise and a list is unavailable from Council, GPO would have to proceed unilaterally in selecting more titles for microfiche conversion." (DLC Recommendations and Responses, April, 1987, no. 15)

Response: GPO appreciates having Council's assistance in identifying depository items that should never be converted to microfiche. Should future circumstances require the need for such a list by GPO, the availability of a carefully considered list would be invaluable.

13. The Depository Library Council expresses its appreciation to Dave Brown for all his work. The Director of Marketing has provided the following response:

"I heartily endorse Recommendation #13. Mr. Brown does a fine job in his capacity as official arranger for the semi-annual Depository Library Council meetings."

14. In order to provide depositories government information in the format most appropriate for their user communities, the Depository Library Council recommends to the Public Printer that adequate annual appropriations be requested from Congress.

Rationale: The Council feels strongly that depositories should be able to choose the format in which information is distributed to their libraries to best serve their clientele.

Response: The Comptroller provides the following response: "GPO supports the most effective and efficient dissemination of Government information from the standpoint of the user community, the libraries, and the Government. GPO will request funding levels from the Congress in support of this goal and consistent with the policies of the Joint Committee on Printing. For our fiscal year 1988 request, we have submitted an amended budget for additional funding to continue the dual-format distribution of publications to depository libraries."

DEPOSITORY LIBRARY STATISTICS

10/1/86 through 8/31/87

	Quantity
A. Number of Depository Libraries.....	1394
B. Number of Depository Libraries added	11
C. Number of Depository Libraries dropped	6
D. Number of LPS Depository Workshops	6
E. Number of Depository Libraries inspected ..	249
F. Number of titles surveyed.....	3853
G. Number of titles distributed.....	39490
H. Number of titles distributed in paper.....	17835
I. Number of titles distributed in microform.....	21655
J. Number of claims received...(total K & L).....	40593
K. Number of claims of paper publications.....	28439
L. Number of claims for microform publications.....	12154
M. Number of titles received for cataloging.....	23837
N. Number of titles catalogued	24567
O. Number of titles classified	110154
P. Number of name authorities established	4325
Q. Number of corporate authorities established.....	1164
R. Number of personal authorities established.....	2147
S. Number of series authorities established.....	1014
T. Backlog of titles to be cataloged and indexed.....	8732
U. Backlog of titles to be cataloged and indexed (same month last year).....	7248

NEW LOOK FOR 1988 MONTHLY CATALOG

A package of revisions for the cover, title page, and preliminary pages of the Monthly Catalog of United States Government Publications will premier with the Periodicals Supplement, the first issue of 1988. These revisions will make the Monthly Catalog more attractive, easier to use, and less labor-intensive for LPS to produce, while providing users with more up-to-date and accurate information concerning the Documents Sales and Depository Library Programs.

The cover will be printed in full reverse effect; i.e., white text and design on a strongly-contrasting color background. This design will be more attractive and attention-getting.

The title page will feature several improvements. The classification number for each issue will appear in the upper right hand corner, just above the ISSN.

The imprint will now show as publisher the Classification and Cataloging Branch, which is responsible for the product. The revised imprint will be centered, at page bottom, and read:

Classification and Cataloging Branch
Library Division
Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

1988

The preliminary pages are to consist of the following components, in this order:

The Table of Contents will immediately follow the title page, rather than being buried several pages in, as it is at present.

Several changes will be made to the Users' Guide. The list of abbreviations used is out-of-date and incomplete. This list will be replaced with an explanation that the abbreviations found in the Monthly Catalog are those described in AACR2 and the GPO Classification Manual.

New text preceding the Sample Entry will explain the derivation of the bibliographic records; e.g. AACR2, LCSH, MARC format, etc. This explanation will replace the current preface.

The Sample Entry will be changed to a vertical orientation, so the reader will not have to rotate the catalog to use it, while ensuring that the type used for the explanation boxes is not too small to be legible.

A new section on Documents Sales Information, previously called "General Information" will use revised text provided by the GPO Marketing staff, including an updated listing of the U.S. Government Bookstores.

One Sales Order Form will be included which may be reproduced.

The Federal Depository Library Program listing has been updated, and will have an enlarged heading for easier user identification of the most convenient regional depository library.

The List of Special Materials and the List of Government Authors will continue unchanged.

MAPS SECTION OF MANUAL TO BE UPDATED

On the advice of the Depository Library Council, GPO asked Kathleen Eisenbeis to update Section 7, "Maps in Depository Libraries," of the Federal Depository Library Manual. Ms. Eisenbeis completed the project in August and has sent GPO a draft revision of Section 7. The revision corrects typographical errors and mistakes and also incorporates the changes that have taken place since the Manual was first published in 1985.

The revised Section 7 will be part of Transmittal #2 of the Federal Depository Library Manual, scheduled to be issued in 1988.

1987 BIENNIAL SURVEY

The 1987 Biennial Survey has been completed, having been well received by the Depository Library community, according to feedback received in LPS. The 1987 Survey was the first to be pre-tested on a representative sample of depository libraries. Many potential problems were identified in advance and eliminated before the Survey was sent to the main body of depositories. The addition of a glossary and conversion tables and the installation of a telephone hotline also proved to be very popular with librarians. As all these innovations helped to make the survey more comprehensible to the librarians, the new additions to the 1987 Survey will be retained in future surveys.

GPO plans to do some updating and correcting of the present survey instrument, but questions on the 1989 Survey will not differ substantially from those asked on the 1987 Survey.

REPORT ON DEPOSITORY CLAIMS FULFILLMENTS

Pursuant to Council recommendation number 5, the Library Programs Service, Depository Distribution Division, tracked depository claims fulfillment rates during the period April 1 through June 30, 1987, for the purpose of determining the number and percentages of unfilled claims overall and particularly for Western states.

The LPS study determined the following:

- * no claims were received for 97% of the 4,529 titles mailed during that period;
- * of the 7,185 claims received in LPS, 18%, or 1,292 claims, could not be fulfilled;
- * of the 1,292 nonfulfillments, 20%, or 262 of them, were from the following Western States: California, Colorado, Nevada, New Mexico, Oregon, Texas, Washington, and Wyoming.

The Library Programs Service hopes that these findings are useful to the Depository Library Council in evaluating this issue and determining whether any further action by LPS should be recommended.

INSPECTION TEAM PROGRESS REPORT

Depository libraries in twelve states have been visited by GPO's Depository Library Inspectors since October 1986. Although the loss of one inspector means that inspections lag far behind GPO's goal of an inspection visit to each depository every three years, greater efficiencies in scheduling trips and arranging itineraries have resulted in an increase in the average number of library visits per inspector per year. In FY 1988, the filling of the present inspector vacancy will mean an even greater increase in inspection visits.

The Library Programs Service's slide/tape show is in the process of being updated along with the LPS Workshop. Progress is being made in the creation of the Profile, Administration, Management And Library Analysis (PAMALA) databases and the analysis of the results of the 1987 Biennial Survey.

Transmittal #3 of the Instruction to Depository Libraries and Transmittal #2 of the Federal Depository Library Manual will be issued in 1988.

DELAY IN DISTRIBUTING EEOC DECISIONS

The Equal Employment Opportunity Commission informed LPS that it expected funding during FY 1987 for the distribution of its retrospective EEOC Decisions (SuDocs Y 3.Eq 2:18/, Item 1059-A-03). With a sense of urgency, LPS distributed special survey 87-100 with a closing date of July 1, 1987. LPS provided a mailing list of selecting libraries to EEOC on July 16. The EEOC has since informed LPS that EEOC lacks the funds for distribution of this material during FY 1987 but is hopeful of funding to ship both current and retrospective microfiche during FY 1988.

THE MICROFICHE SITUATION

Source document conversion for distribution of microfiche to depository libraries has been performed by a commercial vendor under a two-year contract with an expiration date of October 31, 1987.

From the outset of the contract, LPS experienced problems with the quality of the microfiche. However, beginning in March 1987, the incidence of delivery of substandard silver and diazo microfiche increased dramatically, and the contractor was not able to keep pace with the volume of corrections in addition to the on-going initial conversion. As a result, the quantity of microfiche distributed to depository libraries diminished considerably, and the timeliness of fiche delivery to libraries was adversely affected.

When the contractor's performance began to deteriorate to an intolerable level, several GPO organizations undertook a cooperative effort to deal with the problem.

GPO's attempts to work with the contractor to solve the problems failed, and on August 28th, the contractor was defaulted. GPO has several alternate contractual mechanisms in place in order to produce microfiche between August 28th and October 31st, the effective date of new contracts for which "Invitations for Bids" are currently being prepared.

In order to 1) avoid future occurrences of the situation in which the bulk of microfiche conversion is performed by a single contractor, 2) provide LPS with additional flexibility in specifying quicker turn-around-time for priority materials, and 3) attract high caliber contractors, the contracting strategy has been changed. There will now be multiple contracts with staggered terms, different contractor turn-around-times, and more stringent technical specifications. By using multiple contractors, and differentiating among the relative priorities of materials to be converted with varying turn-around-times, LPS should soon have the necessary support and flexibility to satisfy depository library needs for quality microfiche delivered on variable schedules according to the relative priorities of the documents.

ACQUISITION OF GAO PUBLICATIONS

For some time, LPS has had difficulty in consistently receiving from the General Accounting Office a variety of its publications for distribution, for a variety of reasons. Many of GAO's publications are not printed at GPO, and therefore LPS cannot automatically "ride" the requisition for copies. Another complicating factor is that many GAO reports are embargoed upon actual printing, so GPO cannot obtain these titles immediately. Furthermore, when these reports are later released to the public, GPO has not always been on GAO's "subsequent distribution" list for copies.

Representatives from GAO, the JCP, and LPS have discussed methods for ensuring that GAO publications are consistently supplied to the Library Programs Service for either hardcopy or microfiche distribution. GPO has provided GAO with an extensive list of missing GAO reports. Once GAO supplies the titles, these documents will be converted to microfiche and distributed to depository libraries.

NASA PUBLICATIONS

Recent reports that the National Aeronautics and Space Administration will begin charging fees for its publications and services has prompted a number of inquiries to the Depository Administration Branch. Naturally, librarians are concerned about the continued availability of NASA documents.

NASA officials have assured the Acquisitions Unit that NASA's fee program will in no way affect the receipt of materials for the Depository Library Program.

AMENDMENT OF ITEM SELECTIONS PRINTOUT

On August 24, 1987, the Depository Administration Branch sent the "Amendments to Item Selections" printouts to all selective depository libraries by first class mail. This report should reflect item activity, both additions and deletions, since the previous printout was issued in August 1986.

We rapidly became aware that some libraries were noticing omissions on their item profile, particularly of surveys 86-9, 86-10, 86-11, and 87-100. A system failure resulted in omissions occurring on certain libraries' item profiles, but neither the distribution of items nor the online records are affected.

LPS will provide new printouts to librarians who have reported discrepancies.

GPO/FERC COOPERATION

Over several months, staff from the Federal Energy Regulatory Commission and the Depository Administration Branch have verified mailing lists, streamlined claim procedures, and discussed depository-related operations, to cement interagency cooperation. This effort is particularly important because Commerce Clearing House, Inc. ships FERC materials directly to depositories from Chicago.

The Depository Distribution Division has been instrumental in processing numerous pallets of older FERC materials and organizing these hundreds of volumes for the efficient distribution of these FERC "Special Offer" publications.

ENHANCEMENTS TO THE LIST OF CLASSES AND INACTIVE LIST

Programming changes to the DDIS (Depository Distribution and Information System) database have been requested in order to ease depository librarians' use of two products, the List of Classes and the Inactive or Discontinued Items from the 1950 Revision of the Classified List.

Beginning with the September 1987 List of Classes, new item numbers and additional class stems will be starred. This will eliminate the need for librarians to review the list painstakingly for these new numbers. New numbers will be starred in only the first issue in which they appear; for example, new items and classes added between June 1 and September 1 will be starred in the September List of Classes but will not remain starred in the December list.

Items which appear quarterly in Appendix III of the List of Classes will now be starred when the annual Inactive ... List is prepared. For example, those items which become inactive or discontinued between September 1, 1986 and August 1, 1987 will be starred in the 1987 list. An entirely new group will be starred in the 1988 list.

Programming changes are complete for generating an item number index to the List of Classes. Depository Administration Branch staff are reviewing the index and correcting discrepancies before this product is issued. Our goal is for the item number index to appear in the December 1987 List of Classes.



United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

September 10, 1987

Dear Depository Librarian:

Recently, the Library Programs Service discovered that NARCOTICS SMUGGLING IN ALTERED CONTAINERS, an Intelligence Study from the U.S. Customs Service had been inadvertently distributed to depository libraries. The issuing agency has indicated that "because of ongoing investigations and sensitive data, this study has been classified Official Use Only."

For this reason, I am requesting that you immediately withdraw this publication from your library collection and destroy it by any method that will prevent disclosure of contents or reconstruction of this document.

Descriptive information on this publication follows:

Title: Narcotics Smuggling in Altered Containers

Shipping List: 87-498-P

Shipping List Date: August 25, 1987

Item Number: 0950

SuDocs Number: T 17.2: N 16

Thank you for your cooperation and prompt action in this matter.

Sincerely,

A handwritten signature in dark ink, reading "Donald E. Fossedal", is written over the typed name.

DONALD E. FOSSEDAL
Superintendent of Documents

INFORMATION TECHNOLOGY PROGRAM UPDATE

The Information Technology Program (ITP) was established by Public Printer Ralph Kennickell, Jr. in June "to begin planning to test the feasibility and practicality of disseminating government publications to Depository Libraries in electronic formats." Since that time, our efforts have focused on learning about new technologies; meeting with other Federal agencies; and planning for increased use of microcomputers at LPS to improve internal processing and service to depository libraries.

During these first three months, a significant amount of time has been spent at technical briefings and demonstrations. Optical disk is undoubtedly the new "darling" of information technology, because of its capability to store and provide easy access to vast amounts of data. (One vendor claims their 14-inch disk can hold up to three million pages of data!) CD-ROM looks like an especially promising format for distributing information to libraries, because standards are already well established for the physical and logical arrangement of data on discs, and equipment prices (\$590.00 and up for CD-ROM drives) are within reach even for many smaller libraries.

Our meetings with other Federal agencies indicate that many of them are already working on CD-ROM products. Census Bureau has already released one CD-ROM and plans to produce more. (See Administrative Notes, Vol. 8, no. 16, for a description of Census Test Disk No. 1.) The Patent and Trademark Office will distribute a CD-ROM containing patent information to 27 of its 60 patent depositories as part of a pilot project. The Library of Congress is producing three CD-ROM products that will be available for sale through the Cataloging Distribution Service. We've also heard presentations from experts who have told us about faster and cheaper ways to transmit data over long distances, for example, a new prototype satellite on the drawing board at NASA, and (would you believe?) FM radio!

Programming has been completed for two microcomputer-based systems to help administer the ITP. One of the data bases contains information about depository libraries. We are considering conducting a survey to determine libraries' information needs and the kinds of equipment already in place in depository libraries. More information about this may be forthcoming, after we've completed our study of the data that has already been collected.

Another important ITP goal during the next year will be to assist other areas of LPS in their efforts to modernize operations. A total of 10 IBM PC-AT microcomputers have recently been ordered for LPS. The microcomputers destined for the Depository Administration Branch will be used to produce shipping lists, as well as a number of other products. (The next step will be to make shipping list data available to libraries in machine

readable form, as requested by the Depository Library Council last spring. We've already begun exploring options for doing this.) The Depository Distribution Division is looking forward to developing a claims processing system, in order to track claims throughout the fulfillment cycle and identify patterns such as problems with shipments to a particular region or library. At this time, we are looking into creation of a local area network (LAN) for LPS, to allow the microcomputers to talk to each other and share files.

The future pace of the ITP will depend largely on the amount of funding received for FY 1988 and beyond. GPO requested \$800,000 for this program for fiscal year 1988. As of this writing, Congress has not passed the 1988 Legislative Branch Appropriation Bill. In its review, the House Appropriations Committee recommended against approval of the \$800,000, pending the outcome of OTA's study of Government information activities, among other things (see HR 100-173). If funding is not provided for FY 1988, we will continue to meet with other Federal agencies, perhaps looking for areas of cooperation, and work on developing microcomputer-based systems to support LPS operations.

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